

REQUIREMENTS FOR APPLICATION OF VARIANCE REQUEST

Please submit the following requirements along with the completed master application. Please do not submit the project unless all items are marked "complete" or "non-applicable." Thank you, Kerrville Development Services Division. Citations come from the Zoning Ordinance.

The Board of Adjustment may grant a variance to the Zoning Code as permitted by Article 11-1-22(o.) (2) in accordance with the following procedures:

Complete N/A

An application for a variance shall be made in writing on forms provided by the Planning Division and filed with the secretary of the Board of Adjustment. An application for a variance shall be deemed complete when all information on the application is accompanied by the following:

- ☐ ☐ All fees established by the City Council for such matters. *11-I-23.b.1.i*
- ☐ ☐ A description of the property to which the variance would apply sufficient to identify the location and the boundaries of the property. *11-I-23.b.1.ii*
- ☐ ☐ The reason the applicant is requesting the variance. *11-I-23.b.1.iii*
- ☐ ☐ The signature, acknowledged by a notary public of:
 - a) the owner of the property
 - b) if different than the owner, the signature of the person requesting the variance. *11-I-23.b.1.iv*
- ☐ ☐ When the variance relates to the development of a specific tract of land, eight (8) copies of a site plan drawn to scale showing existing and proposed development of the property in question. *11-I-23.b.1.v*

I have read and understand in its entirety article 11-I-23 of the Comprehensive Zoning Ordinance No. 97-07 for the City of Kerrville and understand that the requirements of a variance to the Zoning Code are subject to the terms and conditions therein. The Variance Request Checklist is used to insure compliance with the ordinance and, in some instances, the City may require more information for approval. An endorsement of this application checklist by the applicant shall be acknowledgement that all of the items on the above list have been reviewed and complied with or variances have been requested.

Date: _____

Owner: _____ Phone/Fax: _____

Owner Address: _____

Signature: _____